

General Description of Relocation Benefits for a New Appointment

A New Appointment is (a) An individual who is employed with the Federal Government for the very first time (including an individual who has performed transition activities under section 3 of the Presidential Transition Act of 1963 (3 U.S.C. 102 note), and is appointed in the same year as the Presidential inauguration); (b) An employee who is returning to the Government after a break in service (except an employee separated as a result of reduction in force or transfer of functions and is re-employed within one year after such action); or (c) a student trainee assigned to Government upon completion of his/her college work.

- **Relocation Trip** – Transportation and travel of the employee and family to the new duty location.

The employee and family are authorized to travel by privately owned vehicle (POV), or by commercial air. If by POV, the employee will be authorized an official day of travel for any distance traveled over 300 miles per day.

If the relocation trip were greater than 12 hours, the employee would be authorized per diem (current CONUS rate – www.gsa.gov/perdiem). The first and last day of travel only 75% of the meals and incidental expenses is allowed. The family members are not authorized any per diem for the trip.

The employee will be authorized 15 cents per mile driven for the trip, an additional 2 cents for each family member, up to a maximum of 20 cents per mile in one vehicle. The agency may authorize more than one vehicle for reimbursement.

If travel by commercial air is authorized, the employee would probably receive no per diem, as the trip generally would take less than 12 hours to depart from the old station and to arrive at the new station. The family will be authorized to take the commercial air at government expense also. Transportation to/from airport may be reimbursed.

The Relocation Coordinator will assist the employee with preparation and payment of the travel voucher claim after the travel is performed.

- **Transportation of Household Goods** – Shipment of household goods not to exceed 18,000 pounds by government bill of lading or personal commuted rate schedule.

The government will ship the household goods for the employee and family. The relocation coordinator will help arrange shipment with a carrier, and help arrange packing and pickup of the household goods.

- **Storage of Household Goods** – Storage of household goods in transit until a permanent residence is established. The allowance is limited to 90 days or may be extended, if necessary.

The carrier will arrange storage of your household goods at either the old location or new duty station area until your new residence is ready to move into. The carrier will also arrange for delivery of your household goods. The Relocation Coordinator will arrange for payment of the expenses directly with the carrier for transportation and storage of the household goods.